

Travel Pre-Approval Authorization

All travel requires a Pre-Approval through the UI's travel system, Chrome River. A pre-approval is required to travel even if there are no anticipated expenses or if a third party is funding the trip.

Please read [APM 70.02](#) and the [Accounts Payable Travel Services](#) website for specific travel information and definitions.

To supplement the APM and the Accounts Payable website, Strategic Enrollment Management implements several policies/procedures specific to the division regarding items such as "blanket" travel authorizations and long-term car rentals.

Blanket Travel Authorizations

A blanket travel authorization may be approved for a series of trips that relate to the employee's official job requirements and duties when they require frequent or continuous travel. This should be used for regional/routine travel, typically no more than 3 days for each trip. The blanket authorization may be submitted to encompass a maximum of three (3) months.

Care should be taken to submit expense reports in a timely manner, best practice is within 15 days of the trip expense being placed on the purchasing card (*travel expenses submitted after 60 days are considered non-accountable travel. Based on the IRS regulations, it may be subject to employee tax withholding and will need to be reported to Payroll Services*). In addition, the blanket pre-approval should capture the location/date of the expense being submitted. This means, for example, travel or registration expenses for events occurring in August should be included on the blanket authorization that includes the month of August.

Travel and other items that should **not** be included on a blanket travel authorization are:

- Non-routine travel, such as travel to a professional development conference. This should be placed on a standard travel pre-approval.
- Long Term Car Rental expenses (please see below).

Long Term Car Rentals

At times, it may be determined that a long-term car rental is the most economical and efficient means for an employee to complete their job requirements.

Long term car rentals will end up being used on multiple trips, yet billed in one lump sum. This is impossible to reconcile on multiple reports, so a separate travel authorization (separate from the blanket authorization) is required. In this request, please be sure to indicate that this is a long-term rental, which may be kept at the employee's home overnight along with a statement that the vehicle will not be used for personal use. Please use a title for the pre-approval such as "<last name> September long-term car rental".

A rental car associated with one specific trip where that car will not be stored at the employee's home is not considered a long-term rental. An example of this is travelling to a professional development conference and renting a car for transportation during the conference. Another example might be a recruiter renting a car for a day trip to several schools in the region and returned to the rental agency that night. In this situation, the car rental expense could be included on the blanket pre-approval.